

# Inventory of Costumes & Props

courtesy of Meredith Watassek

Included in this section is an example of the forms used by Meredith Watassek, director of the Elkins High School Elite Dance Team in Missouri City, Texas. The first is a letter that is sent to each parent when the team members receive their uniforms for the season, and the second is a sample of the spreadsheet program for use when the uniforms are returned. With small changes, these forms could include any item that the team members are required to return to the school inventory, such as boots, poms, chairs/ladders, contest costumes, etc. By being organized at the beginning of the season as well as at the end of the year, your uniform budget will stretch further!

.Dear Parent,

Your daughter received her field uniform today. Below is a list of each item given to her along with her assigned number and size. She will be responsible for her uniform. Please sign this page and return it tomorrow.

Member: \_\_\_\_\_

Item	Size	Number	Condition
Blue Sequin Overlay			
Blue Sleeves			
Blue Skirt			
Yellow Overlay			
White Sleeves			
Yellow Skirt			
Yellow Leotard			

As you know, the field uniforms are unique and expensive. We are fortunate to have them purchased by the school district. Because we have had missing items in the past, there will be a replacement charge of \$57.00 for each item missing at the end of the school year.

Uniforms should be returned in the same condition they are issued in. Each member is required to have their uniform dry cleaned before returning it.

Thank you for your help in taking care of our school owned equipment.

Sincerely,

Mrs. Watassek

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



